

**California Department of Food and Agriculture
Division of Fairs & Expositions
OPTIONAL FAIR FUNDING PROGRAMS
2002/2003**

CONTENTS

Program Information

- Circular Letter F 2002-25
- Program Update
- Program Matrix
- Fairs Appeal Process
- 2002/2003 ADA and MMP Approved Project List

Program Instruction Guides

- Americans with Disabilities Act Program
- Major Maintenance Program
- Millennium Flex Program
- Emergency Program

Forms on 3 ½" Diskette

- ADA Project Funding Request (Word 97)
- ADA Project Sites Survey (Excel 97)
- MMP 2003/2004 Project Description Form (Word 97)
- MMP 2003/2004 Project Budgets Form (Excel 97)
- Millennium Flex Program Funding Application (Word 97)
- Millennium Flex Program Claim for Reimbursement (Excel 97)

California Department of Food and Agriculture Division of Fairs and Expositions



2002/2003 F&E Optional Fair Funding Program Update

General Information call 916-263-2935

HIGHLIGHTS

This program update contains information we hope you will find useful when completing the enclosed program applications. The programs listed below are offered for fiscal year 2002/2003. Also included in this year's package is a program description for the Emergency Program:

<u>PROGRAM TITLE</u>	<u>APPLICATION DUE DATE</u>
Americans with Disabilities Act (ADA) Program	March 3, 2003
Major Maintenance Program (MMP)	March 3, 2003
Millennium Flex Program	March 31, 2003
Revenue Generating Program	Temporarily Suspended
Fair Installment Loan Program	Temporarily Suspended
Emergency Program	Continuous

Application deadlines have been extended to allow fairs adequate opportunity to apply for funding. The ADA and MMP deadlines will revert back to January 31st for future years. We continue our commitment to improve the quality of services provided to the network of California fairs through the application of sound oversight and consistent customer service. With this in mind, F&E welcomes your ideas and perspectives to strengthen the California fair industry.

We encourage all fair staff to attend the Western Fairs Association Convention and Trade Show in San Diego on January 6 - 9, 2003. Remember that eligible fairs can use Millennium Flex Program funds to attend Convention. If you are visiting Sacramento, please stop by our offices to say hello.

EXISTING PROGRAMS

AMERICANS WITH DISABILITIES ACT and MAJOR MAINTENANCE PROGRAMS -
\$2,000,000 and \$3,400,000, respectively

Included in this packet is the list of approved ADA and MMP projects for the 2002/2003 fiscal year. In recognition of the fact that many fairs continue to have ADA and health and safety issues that must be addressed, we are continuing the ADA and MMP programs for 2002/2003.

It is our goal to bring all fairgrounds into compliance with ADA laws and regulations. An essential part of the ADA program is the review and tracking of ADA compliance plans submitted by fair organizations. An ADA project cannot be approved until an ADA compliance plan has been submitted to F&E. Specific information regarding the development of your ADA compliance plans is included in the 2002/2003 ADA Instruction Guide and Application.

MILLENNIUM FLEX PROGRAM - \$2,650,000

This incentive program has been designed to provide support for eligible fairs, and is intended to provide an incentive for fairs that demonstrate their use of "best business practice" principles. For 2002/2003, all fairs that receive an annual performance rating of "A" or "B" are eligible for the Millennium Flex Program. Eligible fairs will receive reimbursements for qualifying expenditures based on the criteria in the enclosed program description.

In 2002/2003, the F&E Fund and Satellite Wagering Account were assessed a ProRata charge of \$926,989. ProRata represents the cost to operate State government (e.g., Executive Branch, Legislature, Administrative agencies). ProRata assessment is based on state funding received. For fairs, F&E used local (base) allocation distributions as a measure to spread back the ProRata charges. ProRata will be deducted from the previous Millennium Flex allocation amounts of \$35,000 for classes I through V, and \$30,000 for classes VI through VII. This method produces the following impact on Millennium Flex allocations:

Class I	\$26,011	Class V	\$33,002
Class II	\$27,509	Class VI	\$28,252
Class III	\$28,807	Class VII	\$28,252
Class IV	\$29,756		

In 2002/2003, fairs with a performance rating of "A" will receive, in advance of any expenditure, their respective allocation for the Millennium Flex Program. Fairs with a performance rating of "B" are required to submit **both** the Funding Application and Claim for Reimbursement forms to access program funds. The Funding Application must contain a detailed description of the project scope, a comprehensive budget, detailed description of the intended outcomes and/or benefits and must address the key issues and audit findings identified in the fair performance rating worksheet. Fairs with a performance rating of "C" are not eligible for funding.

Co-funding will be encouraged and considered in the proposal review process. The Millennium Flex Program Instruction Guide and Application is provided in your packet.

REVENUE GENERATING PROGRAM

2002/2003 funding has been fully allocated to approved applications. Program criteria is currently under review by a Committee of California Fairs Alliance members. Recommendations from the CFA committee will be considered in developing revised program criteria. For 2003/2004, new criteria will be distributed in Spring 2003. Applications will be accepted after that date.

FAIR INSTALLMENT LOAN PROGRAM

Program criteria is currently under review by a Committee of California Fairs Alliance members. Recommendations from the CFA committee will be considered in developing revised program criteria. The application process will be reopened with distribution of new criteria.

EMERGENCY PROGRAM

This program is designed to provide an additional source of funds in times of emergencies for the network of California fairs. California fairs may submit funding requests to help pay for damages from natural disasters, which include, but are not limited to, earthquakes, floods, tornados, etc.

California Department of Food and Agriculture
Division of Fairs and Expositions
2002/2003 Optional Fair Funding Programs

PROGRAM ASPECTS	MAJOR MAINTENANCE PROGRAM \$3,400,000	CAPITAL IMPROVEMENT PROGRAM *1999-2001	REVENUE GENERATING PROGRAM	FAIR INSTALLMENT LOAN PROGRAM
Program Purpose	Designed to reduce public exposure to health and safety risks and maintain critical facilities.	Designed to provide funds for capital improvements to enhance fair facilities. <i>*Program currently suspended*</i>	Designed to generate <i>new</i> net revenue sources for fair organizations.	Designed for infrastructure development, expansion of revenue sources, or large-scale maintenance projects related to health and safety issues.
Qualifications and Limitations	Limited to major maintenance projects such as health and safety, building and electrical renovations.	Must support strategic plan; substantiate ability to maintain; demonstrate project priority in view of facility need and community benefit.	Program criteria is currently under review by a Committee of California Fairs Alliance members.	Program criteria is currently under review by a Committee of California Fairs Alliance members.
Application Period	Applications postmarked no later than March 3, 2003 ¹	Continuous		
F&E Funding Limitation	\$200,000 aggregate. 5 projects Max	Holding account balance for each fair.		
Matching Funds Requirement	Not required, but is a strong consideration in project selection criteria.	Not required.		
Term of Funding	Project based.	Designated allocations in holding accounts until depleted.		
Interest Rate	Not applicable.	Not applicable.		
Eligibility for Project Funding	Approved budget & statement of operations; not significantly out of compliance with CDFA reporting requirements, standards and audit findings.	Approved budget & statement of operations; not significantly out of compliance with CDFA reporting requirements, standards and audit findings.		
Reporting Requirement	Not applicable.	Not applicable.		

¹ 2004/2005 applications will be due January 31st 2004

California Department of Food and Agriculture
Division of Fairs and Expositions
2002/2003 Optional Fair Funding Programs

PROGRAM ASPECTS	AMERICANS WITH DISABILITIES ACT (ADA) PROGRAM \$2,000,000	MILLENNIUM FLEX PROGRAM \$2,650,000	EMERGENCY PROGRAM \$90,000
Program purpose	Designed to provide funds for infrastructure improvements intended to increase accessibility to individuals with physical limitations.	Provides funding for the purchase of info. technology, compliance training expenses, real estate analysis, alternative financial opportunities, agricultural education, equipment purchases, capital improvements, address an audit finding or health/safety issue, etc.	Provides the network of California fairs an Emergency funding source for repairs that F&E, CCA, CFSA, and Fair deem necessary for the immediate safety and well being of the fair, fair staff, and its patrons.
Qualifications and Limitations	Must have an ADA Compliance Plan on file with F&E.	Performance Rating of "A": Fair automatically qualifies Performance Rating of "B": Detailed description of project scope, intended outcomes and/or benefits, comprehensive budget and address "key issues" and audit findings. Submit the "Claim for Reimbursement".	Limited to damage caused by "Natural Disasters" to buildings, structures, grounds, and utilities.
Application Period	Applications postmarked no later than March 3, 2003.	Applications postmarked no later than: March 31, 2003 and funds dispersed by June 30, 2003	Continuous
F&E Funding Limitation	\$200,000 aggregate.	Class I to V: up to \$26,011- \$33,002 Class VI to VII: up to \$28,252 (After ProRata Offset)	Amount based on meeting program requirements, availability of funds, and the severity of the emergency.
Matching Funds Requirement	Not required, but is a strong consideration in project selection criteria.	Not required.	Not required.
Term of Funding	Project based.	2002/2003 fiscal year.	Project based.
Interest Rate	Not applicable.	Not applicable.	Not applicable.
Eligibility for Project Funding	Approved budget & statement of operations; not significantly out of compliance with CDFA reporting requirements, standards and audit findings.	Fair Performance Rating of "A" or "B". Fair's with a Performance Rating of "C" are not eligible for funding.	Approved budget & statement of operations; not significantly out of compliance with CDFA reporting requirements, standards and audit findings.
Reporting Requirement	ADA Compliance Plan on file with F&E.	Not applicable.	Not applicable.

NOTE: Project expenses for the MMP, Capital Improvement, Revenue Generating and the Millennium Flex Programs are paid on a reimbursement basis. Fair organizations ensure expenses meet program guidelines and must demonstrate payment of fair organization funds prior to the release of F&E funding.

California Department of Food and Agriculture
Division of Fairs & Expositions

FAIRS APPEAL PROCESS

Business and Professions (B&P) Code Section 19622.1(b) states “The Department of Food and Agriculture may withhold or restrict allocations to fairs that do not comply with this section or the fiscal standards or administrative standards established by the department. The department shall establish an appeal process for fairs regarding funds that are withheld or restricted.”

The Fairs Appeal Process (FAP) is intended to meet the requirements of B&P Code 19622.1(b) by establishing a formal process for fairs to appeal and address funding and program decisions made by the Division of Fairs and Expositions (F&E). The FAP is not intended to advise or imply to the fair industry that the FAP is the preferred method for problem solving with F&E. F&E continues to support an “open door policy” and pledges its commitment to open communications in support of the network of California fairs and the interest of the State of California. Fairs are encouraged to contact F&E at any time to discuss issues in order to arrive at a fair and equitable solution.

Applicability

The FAP applies to all fair funding programs as outlined in the Annual Expenditure Plan, as well as the annual budget process.

Time Limits

All parties involved in the FAP should act quickly so that the issue(s) may be resolved promptly. Every effort should be made to complete the action within the time limits contained in the FAP. However, with mutual consent of the fair and F&E, the time limitation for any level may be extended.

Request for Appeal

- Fairs that utilize the FAP are limited to two representatives at meetings with F&E.
- Fairs are required to provide the F&E Director with a brief and concise letter that details the nature of the appeal. The letter should reference the FAP as the method for resolving the issue(s).

Level 1 – F&E Operations/Program Manager

Fair representatives shall contact the F&E Operations Manager, or Program Manager overseeing the program at issue, within fourteen (14) business days of the event or circumstance giving rise to the appeal. Within fourteen (14) business days after the discussion, the Operations Manager, or Program Manager, shall provide a written decision or response to fair management.

Level 2 – Assistant Director

If the appeal is not resolved to the satisfaction of fair management, the appeal may be forwarded to the F&E Assistant Director. The appeal must be filed within fourteen (14) business days after receipt of the decision rendered (as ascertained by the postmark) at Level 1.

Within fourteen (14) business days after receipt (as ascertained by the postmark) of the Level 2 appeal, the Assistant Director or his/her designee shall meet or discuss with the fair representatives the basis of the Level 2 appeal. The Assistant Director shall respond in writing to fair management within fourteen (14) business days.

Level 3 – Division Director

If fair management is not satisfied with the decision rendered at Level 2, the fair may appeal the decision within fourteen (14) business days after receipt of the Level 2 decision or response (as ascertained by the postmark) to the F&E Division Director, or his/her designee. Within fourteen (14) business days after receipt of the Level 3 appeal (as ascertained by the postmark), the Division Director or his/her designee shall respond in writing to fair management.

In the rare event that a resolution cannot be achieved after the Level 3 appeal process, a meeting with F&E management will be required to explore additional options available to the fair.

California Department of Food and Agriculture
Division of Fairs & Expositions
AMERICANS WITH DISABILITIES ACT
PROGRAM

2003/2004 Instruction Guide

PROGRAM DESCRIPTION

The Americans with Disabilities Act (ADA) Program's purpose is to fund fair facility projects intended to improve fairground accessibility and accommodations for individuals with physical disabilities. Fair organizations may utilize the information in this program description to assist them in the preparation of ADA Program funding requests.

The review process and project approval for ADA funding will be separate from the Major Maintenance Program (MMP) process. However, fairs have the option to fund ADA projects with MMP funds, but fairs cannot fund MMP projects with ADA funds. Fair organizations may request funding for ADA in 2003/2004 that:

- Were not funded through the previous ADA program process; or
- Have been identified as needing ADA improvements since submittal of previous ADA Site Surveys.

APPLICATION PROCESS

Requests for ADA funding must apply to and describe a specific ADA project site. The completed ADA Project Sites Survey should identify and prioritize all ADA projects the organization has identified. The survey provides the information necessary for the Division of Fairs & Expositions (F&E) and the JPA's to make a decision.

DEADLINE

All requests must be **postmarked** no later than **March 3, 2003**. Please submit **five (5)** copies of the complete plan (do not fax) to:

Division of Fairs and Expositions
1010 Hurley Way, Suite 200
Sacramento, CA 95825
Attn: Pieter Tiche

ELIGIBILITY

The following criteria apply to the type of projects for which fair organizations may request funding. This is intended to help fairs avoid developing funding requests for non-qualifying projects.

- The projects must address the fair organization's needs in complying with ADA requirements. Funding for facility construction, improvement, or repairs that do not relate to ADA compliance will not be considered for funding.
- F&E does not provide funding for repairs or maintenance of the CEO's residence. If on-site housing needs to be brought into ADA compliance, the fair organization must use fair resources for this purpose

SELECTION CRITERIA

While the funds available for this program are limited, it is important that **all** ADA needs are identified in your ADA program application. Funding requests will be approved on the basis of their relative urgency, priority, and impact/benefit to the fair. F&E, the California Construction Authority (CCA), and California Fairs Service Authority (CFSA) will form a committee to review proposed projects and select those projects determined to have greatest priority.

Specifically, the review committee will weigh the following factors of each funding request:

- Co-funding
- Overall public benefit
- Overall facility benefit
- Overall fair industry benefit

To be considered, each fair organization's ADA funding request must be submitted completely and accurately.

ADA PROJECT SITES SURVEY

The purpose of the survey form is to provide documentation of **all** projects necessary to bring fairgrounds into compliance with the ADA. Please follow the instructions below to complete the attached form:

- List all identified ADA projects in priority order.
- A project site should be defined by the building or area on the fairgrounds and the type of improvement to be made.
- Enter the amount of expected funding for each project according to funding source in the appropriate column. For your reference:

1. Fair Funds	Cash for materials, contracts or outside labor
2. Donations	Cash only; do not include in-kind services
3. Other F&E Program Support	Other F&E program funds requested (i.e., Millennium Flex, Capital Improvement)
4. ADA Program Support	ADA program funding requested to complete the project
5. Total Project Cost	Total of all funding sources to complete the project
6. Project Estimate	Estimate for total project cost determined by CCA

REQUEST FOR ADA PROJECT FUNDING

The fair must complete a separate request form for **each** ADA project site the fair organization wishes to fund in 2003/2004. **Do not exceed the one page limitation** for each request, except to add related attachments (photos or maps).

Project selection and funding approval will be based on the information contained on the project description forms. Project proposals with incomplete project description forms will be withdrawn from further consideration.

Each request must include the name of the fair organization, a title for the ADA project site, an estimate of the total costs of the project, and the amount of funding requested. Also, the request form has four essay sections. Below are descriptions of the information for each section:

- **Project Scope:** Description of the project site in terms of what kind of improvement needs to be undertaken, and its location(s) on the fairgrounds.
- **Justification as an ADA Project:** Description of how, by what criteria and by whom the project was identified as an ADA project.
- **Need for ADA Funding Support:** Explanation of why the fair requires ADA funding from F&E to complete the project.
- **Project Priority:** Explanation of the urgency or priority of this project in terms of its impact on the facility's accessibility and/or accommodation for disabled persons.

ADA COMPLIANCE PLANS

Projects will not be approved to begin construction until an ADA compliance plan has been submitted to F&E. ADA compliance plans should, at a minimum:

- Identify what ADA projects have been completed to date;
- Identify the remaining ADA projects necessary to become ADA compliant; and
- Identify how and when the fair organization plans to achieve ADA compliance.

QUESTIONS?

Please direct any questions regarding the ADA Program to:

Pieter Tiche
 Fairs and Expositions
 (916) 263-2935
 (916) 263-2969 fax
 E-mail: ptiche@cdfa.ca.gov

REQUEST FOR ADA PROJECT FUNDING

EXAMPLE

Fair Organization:	<u>ANYWHERE FAIR</u>		
Project Site Title:	<u>BATHROOM ADA MODIFICATIONS</u>		
Estimate of total cost for project:	<div>\$10,000</div>	Amount of ADA funding requested:	<div>\$10,000</div>

PROJECT SCOPE *(describe the project site in terms of what kinds of work needs to be done and its location on the fairgrounds)*

GOOD EXAMPLE: "Bring a bathroom up to current ADA codes. Bathroom is located in the main exhibit hall and consists of trough urinals, 4 stalls, none with handicap access. Trough urinals to be replaced with 3 urinals, new partitions on stalls with adequate handicap spacing."

BAD EXAMPLE: "ADA modifications for bathroom."

JUSTIFICATION AS AN ADA PROJECT *(describe how, by what criteria, and by whom the project site was identified as ADA project)*

GOOD EXAMPLE: "The bathroom cost \$3,000 to maintain and repair over the last two years. The \$10,000 needed to repair the bathroom should prevent these costs from recurring. The bathroom was identified as a health and safety risk by a Safety Specialist from the California Fairs Services Authority (CFSA). The attached pictures show the deteriorated condition of the bathroom. Rust has caused holes in several partitions. The plumbing has failed three times in the past year, causing water damage and the chance of slip and fall injuries."

BAD EXAMPLE: "Bathroom is dangerous."

NEED FOR ADA PROGRAM FUNDING *(explain why the fair organization requires ADA funding from F&E to complete the project)*

GOOD EXAMPLE: "In order to save \$15,000 to balance the 2003 budget, the fair board had to reduce a half-time maintenance person." **OR** "Fair revenue decreased by 4 percent in 2002."

BAD EXAMPLE: "No fair money is available."

PROJECT PRIORITY *(explain the urgency or priority of this project in terms of its impact on the facility's accessibility for disabled persons)*

GOOD EXAMPLE: "We expect at least 50,000 visitors during the fair this year. It will be critical for this project to be completed by opening day so that we may meet the needs of our customers."

BAD EXAMPLE: "Must be done by fair time."

California Department of Food and Agriculture
Division of Fairs & Expositions
MAJOR MAINTENANCE PROGRAM

2003/2004 Instruction Guide

PROGRAM DESCRIPTION

The Major Maintenance Program (MMP) is intended to: 1) reduce public exposure to health and safety risks on fairgrounds; 2) maintain critical fair facilities; and 3) encourage effective management of available funding resources.

Fair organizations are required to submit an annual major maintenance plan to be eligible for funding from the Division of Fairs & Expositions (F&E) Major Maintenance Program. This set of instructions is designed to assist fair organizations in the preparation of their requests for 2003/2004 MMP funding.

Based upon submitted MMP applications, a list of recommended projects and corresponding funding will be developed for infrastructure and health and safety projects for 2003/2004 fiscal year.

APPLICATION PROCESS

All forms must be accurately completed for projects to be considered as part of the fair organization's 2003/2004 MMP. Please submit the following two (2) forms for each 2003/2004 major maintenance project for which the fair is seeking funding approval.

- Project budget forms for 2003/2004.
- Project description form.

DEADLINE

Completed plans must be **postmarked** no later than **March 3, 2003**. Please submit **five (5)** copies of the complete plan (do not fax) to:

Division of Fairs and Expositions
1010 Hurley Way, Suite 200
Sacramento, CA 95825
Attn: Pieter Tiche

RESTRICTIONS

The following restrictions limit the number of projects for review by the selection committee. Thus, it is requested that fairs prioritize their project proposals based on the greatest need.

- Fair organizations may not submit more than five (5) proposed projects requesting F&E project support. The aggregate total of F&E funds requested may not exceed \$200,000.
- Only major, non-routine maintenance projects, such as building renovations or replacement, roof repairs, and major utility upgrades should be included in the MMP. Routine projects such as painting, tree pruning, and servicing of vehicles should be funded

by the fair organization and included in the fair organization's budget.

- F&E does not provide funding for repairs or maintenance of the CEO's residence. If on-site housing is to be maintained, the fair organization must use fair resources for this purpose.
- F&E does not provide funding for on-site fuel storage.

SELECTION CRITERIA

In general, projects of more than \$2,500 are considered major maintenance projects. The criteria for selection of the 2003/2004 MMP projects are below:

- Co-funding
- Public health and safety
- Federal / State mandated programs, e.g., Underground Storage Tank (UST) removal
- Overall facility benefit (infrastructure)¹
- Cost versus benefit
- Quality of application/estimate
- Compliance with other F&E standards

FORMS

Applications are not considered complete unless the following two (2) forms are submitted with complete and accurate information. Should the fair need assistance in completing these forms, please contact Pieter Tiche at the number shown below.

1. Project Budgets Form

The 2003/2004 project budgets form is designed to capture funding sources and estimated project cost. Prepare a **prioritized** list of projects to be considered for MMP funding consideration. Please follow the instructions below to complete the form correctly.

- **Source of Estimate:** Enter "**F&E**" if the estimate is based on an F&E or CCA engineering estimate; enter "**Fair**" if the estimate is based on the fair's cost estimate.
- **Project Title:** Enter project name.
- **Fair Funds:** Cash for materials, contracts or outside labor.
- **Donations:** Cash only; **do not** include in-kind services.
- **Other F&E Program Support:** Refers to other F&E program funds, such as the Capital Improvement Program, Millennium Flex, etc.
- **MMP Program Funds:** Refers to the amount of MMP program funds requested for the project.

NOTE: Before claiming reimbursement for project costs, fairs must reconcile actual project costs with the original project budget ². Fairs **cannot** use ADA funds for MMP projects.

¹ Fair infrastructure includes sewer/water systems, electrical systems, gas distribution systems, critical vehicular and pedestrian circulation systems and significant structural deficiencies.

² F&E Policy Manual Section P405.1

2. Project Description Form

If the fair is requesting MMP Program Funds for **any** project(s) listed on the 2003/2004 project budgets form, the fair must complete a 2003/2004 Project Description form for **each** project proposed.

Project selection and funding approval will be based on the information provided in the project description forms. Failure to provide the information requested, which is specific to the 2003/2004 project selection criteria, will cause project proposals to be withdrawn from further consideration. **Do not exceed the one page limitation** for each project description, plus related attachments (photos or maps).

Listed below are descriptions of the 2003/2004 Project Description Form sections to be completed. An example of a completed Project Description Form is included to assist you.

- **Project Scope:** Describe specifically what needs to be done.
- **Health/Safety Risk:** Evaluate the severity of risk to public health and safety. This may be identified in your most recent California Fair Service Authority (CFSA) Safety Report.
- **Need for F&E Funding Support:** Explanation of why the fair needs funding from F&E to complete the project.
- **Benefits of the Project, Contingency Plan if Project Not Approved:** Detailed explanation of the fiscal impact. Also describe any impact related to health & safety, compliance or other.
- **Required Project Completion Date:** A projected completion date, clearly defined as to whether this is the date by which the project must be completed or a non-critical completion date.

Questions?

Please direct any questions regarding the MMP funding request process to:

Pieter Tiche
Fairs and Expositions
(916) 263-2935
(916) 263-2969 fax
E-mail: ptiche@cdfa.ca.gov

FAIR: ANYWHERE FAIR – EXAMPLE
DIVISION OF FAIRS AND EXPOSITIONS
MAJOR MAINTENANCE PROGRAM
2003/2004 PROJECT DESCRIPTION FORM

Project Title: _____ **Total Project Cost:** _____

PROJECT SCOPE *(describe specifically what needs to be done)*

GOOD EXAMPLE: "Re-roof Exhibit Building. Exhibit Building is the Fair's primary revenue generating source for interim rentals. The roof leaks with any rain, causing damage in the ceiling, walls and wood floor. Fair Maintenance has been mitigating damage to the walls, but mold and water have destroyed several areas of drywall. See attached pictures."

BAD EXAMPLE: "Re-roof Exhibit Building."

HEALTH/SAFETY RISK *(evaluate the severity of risk to public health and safety. This may be identified in your most recent California Fairs Services Authority (CFSA) Safety Report.)*

GOOD EXAMPLE: "Risk of slip and fall accidents due to wet floors, resulting in personal injury and lawsuits. Breathing hazards due to mold. Also, vendors have lost inventory due to water damage from overnight rain. These issues were identified in the 2001 CFSA Safety Report."

BAD EXAMPLE: "People could get hurt."

NEED FOR F&E PROJECT FUNDING SUPPORT *(explain why the fair needs funding from F&E to complete the project)*

GOOD EXAMPLE: "In order to save \$15,000 to balance the 2002 budget, the Fair board had to reduce a half-time office person" OR "Fair revenue decreased by 4 percent in 2002."

BAD EXAMPLE: "No fair money is available."

BENEFITS OF THE PROJECT, CONTINGENCY PLAN IF PROJECT NOT APPROVED *(quantify revenue impact, cost/benefit, capital recovery, describe any related health and safety impact, contingency plan if the project is not approved)*

GOOD EXAMPLE: "This building currently generates an interim revenue of \$10,000. If the Fair is to maintain, if not increase, rental revenue through interim event usage, it is critical that the roof of this building be repaired. Repair of the roof will also mitigate the chance of slip and fall accidents, as well as elevate chance of vendor inventory damage. If F&E does not fund this project, the Fair will continue to mitigate the damage of the leaking roof (estimated annual cost of \$3,000)."

BAD EXAMPLE: "If the roof is not repaired, the fair will lose money."

REQUIRED PROJECT COMPLETION DATE *(provide project completion date. Identify as to whether this completion date is critical or non-critical. If critical, please explain. If the project must be completed before fair, please attach a detailed explanation of the emergency nature of the project)*

Required Completion 10/15/03

Before fair: YES ☒ NO ☐ **Completion Date Not Critical** ☐

GOOD EXAMPLE: "The Exhibit Building is reserved for interim events up to fair. It is critical the requested major maintenance be completed before fair in order to reduce increased maintenance costs, eliminate potential slip and fall accidents, and ensure a viable revenue source. This project needs to be completed before the winter rains."

BAD EXAMPLE: "Must be done before Fair."

California Department of Food and Agriculture
Division of Fairs & Expositions
MILLENNIUM FLEX PROGRAM

2002/2003 Instruction Guide

The 2002/2003 Expenditure Plan approved by the Joint Committee on Fairs Allocation and Classification includes approximately **\$2,650,000** million in funding for the Millennium Flex Program. This *incentive* program provides funding for a broad range of fair activities and infrastructure needs, provided fairs follow best business practices. Eligible fairs will receive funding at the following levels:

Class I	\$26,011	Class V	\$33,002
Class II	\$27,509	Class VI	\$28,252
Class III	\$28,807	Class VII	\$28,252
Class IV	\$29,756		

FUNDING ELIGIBILITY

Fairs will receive an annual performance rating of "A, B or C" to determine eligibility. Eligible fairs will be reimbursed for qualifying expenditures based on the fairs' class levels as follows:

- Fair Performance Rating Score of "A": Eligible for funding
- Fair Performance Rating Score of "B": Eligible for funding based on F&E approved funding application
- Fair Performance Rating Score of "C": Not eligible to receive funds

APPLICATION PROCESS

Class I through V fairs are eligible for reimbursement of qualifying expenditures between \$26,011 and \$33,002. Class VI and VII fairs are eligible for reimbursement up to \$28,252. The process in applying for funds is based on the performance rating of each fair as follows:

Fair Performance Rating Score of "A" - Fair automatically qualifies

Fair Performance Rating Score of "B" - [Approved "Funding Application" \(Attachment A\) and "Claim for Reimbursement"](#) (Attachment B) forms [are required](#)

Fair Performance Rating Score of "C" - Not eligible for funding

The "Funding Application" must contain a detailed description of the project scope, a comprehensive budget, detailed description of the intended outcomes and/or benefits, address the key issues identified in the performance rating matrix provided to each fair organization, and address audit findings. Co-funding is encouraged and considered in the proposal review process.

FORMS

The following two (2) forms apply **only** to fairs with “B” Performance Ratings.

1. Funding Application

- Submit a “Funding Application” (Attachment A) to F&E, Attention: Pieter Tiche.
- Application must contain the following information:
 - a) Name, telephone number and e-mail address (if available) of contact person;
 - b) Amount of funding requested;
 - c) Detailed project proposal description, including the scope of the proposal, a comprehensive budget and a detailed description of the intended outcomes and/or benefits.
 - d) Address key issues identified in the performance rating matrix provided to each fair organization, as well as audit findings;
 - e) Proposed budget/cost estimate
 - f) Signature of the CEO.

2. Claim for Reimbursement

It is the fair’s responsibility to ensure that a “Claim for Reimbursement” (Attachment B) is consistent with Millennium Flex Program guidelines. Should the fair need clarification as to whether a proposed project or cost meets Millennium Flex Program guidelines, the fair is encouraged to contact F&E prior to expending resources.

Before claiming reimbursement for project costs, fairs must reconcile actual project costs with the original project budget. Project expenses will be reimbursed upon receipt of the reconciled “Claim for Reimbursement” form (Attachment B). Invoices and receipts for actual project specific expenses are to be maintained by fair staff for future Audit Office purposes. In an effort to make the Claim for Reimbursement process efficient for the fair, you may submit reconciled project claims of \$5,000 or more. The fair’s success in accurately reconciling reimbursable costs to the “Claim for Reimbursement” form and invoices and receipts will help to ensure the fair maintains outstanding Fair Performance Measures and Ratings in future years.

Fair-organization funds designated for a project must be used prior to the release of Millennium Flex Program funds.¹

PROGRAM DEADLINES

Completed “Funding Applications” (Attachment A) must be **postmarked** on or before **March 31, 2003**. Completed “Claims for Reimbursement” form (Attachment B) must be **postmarked** on or before **June 30, 2003**.

Division of Fairs and Expositions
1010 Hurley Way, Suite 200
Sacramento, CA 95825
Attn: Pieter Tiche

¹ As designated in F&E Policy Manual Section P405.1

QUALIFYING EXPENDITURE CATEGORIES

Eligible fairs will be reimbursed for qualifying expenditures in any of the following categories:

Category 1 – Travel and Registration for Approved Training

Travel and registration expenses to attend compliance, professional development and technology training (e.g., accounting, purchasing, contracting, software and other related training). Ensure that Travel Expense Claims (TEC) adhere to state travel guidelines. This will help to ensure travel related expenses are fully reimbursable. Various fairs that submitted TEC's for the 2000/2001 Millennium Program were not approved because they did not adhere to state travel guidelines. TEC questions can be addressed by contacting Maggie Martinez at the California Department of Food and Agriculture, Travel Claims Unit at (916) 654-0282.

Category 2 – Information Technology

Purchase of information technology hardware, software and office equipment.

Category 3 – Real Estate Analysis and Planning

Real estate analysis, development and planning costs.

Category 4 – Alternative Financial Opportunities

Exploration of alternative financial opportunities. This may include master planning, grant writing, sponsorship program development, etc.

Category 5 – Equipment Purchases

Maintenance equipment, tractors, lawn mowers, etc. If the planned equipment is "rolling stock" (e.g., automobiles, trucks or forklifts) the fair should continue to coordinate these activities with the California Fairs Services Authority (CFSA) and the California Construction Authority (CCA) prior to the purchase.

Category 6 – Capital and Infrastructure Improvements

Capital or infrastructure improvements to fair facilities.

Category 7 – Agricultural Education

This may include statewide agricultural education initiatives, a local school project, or other fair initiated agricultural education programs.

Category 8 - Backstretch Improvements

Backstretch improvements at racing fairs. Activities are typically coordinated with the California Authority of Racing Fairs (CARF).

Category 9 – Audit

To address and remedy an audit concern or finding. This may include hiring staff or professional expertise to execute audit recommendations and other related action items.

Category 10 – Health and Safety

Address a health and safety issue (e.g., compliance with the Written Injury, Illness and Prevention Program (WIIPP) mandated by the California Labor Code and California Code of Regulations, Title 8, General Industry Safety Orders).

Category 11 –Modernization of Operations

Modernization of operations may include upgrades to the fair's communications system, office equipment, etc.

BUDGET AND ACCOUNTING GUIDELINES

Although Millennium Flex Program funds should not be reflected in your 2003 operating budget, F&E understands that determining your eligibility for Millennium Flex Program funds will impact how your fair budgets for 2003 operating expenditures.

For example, realizing that your fair will be receiving Millennium Flex Program funds may allow your fair to increase an operating expense budget line item in 2003. On the other hand, your fair may wish to propose an operating expense budget consistent with prior years' levels. In this case, your fair may decide to decrease an operating expense budget line item due to expected reimbursements from the Millennium Flex Program. If this is the approach taken, an objective to increase operating reserves at year-end may be accomplished.

See circular letter F2001-02, "Other State (F&E) Allocations" and circular letter F2001-29, "Procedures for Closing Out State Funds" for instructions on accounting for the Millennium Flex Program funds in the Statement of Operations (STOP). Additional instructions for reporting these funds and expenditures will also be provided with the STOP preparation package distributed to fairs in December of each year.

Lastly, fair organizations must be prepared to substantiate appropriate use of the allocation for approved purposes during the annual audit.

QUESTIONS?

Questions and comments regarding the Millennium Flex Program can be directed to:

Pieter Tiche
Fairs and Expositions
(916) 263-2935
(916) 263-2969 fax
E-mail: ptiche@cdfa.ca.gov

California Department of Food and Agriculture
Division of Fairs & Expositions
EMERGENCY PROGRAM

Program Description

The Emergency Program was designed to provide an additional source of funds in times of emergencies for the network of California fairs. California fairs may submit funding requests to help pay for damages from natural disasters, which include but not limited to earthquakes, floods, tornados, etc.

PROGRAM GOAL

Provide the network of California fairs an Emergency funding source for repairs that F&E, CCA, CFSA, and the fair deem necessary for the *immediate* safety and well being of the fair, fair staff, and its patrons.

APPROVED PROGRAM USES

- For repairing damage caused by "Natural Disasters" to buildings, structures, grounds, and utilities;
- Ensuring the capability of the fair to remain operating or minimize expenses on long-term repairs.
- For other purposes as the Division of Fairs and Expositions (F&E) determines appropriate.

PROGRAM APPROVAL & AMOUNT

Program approval and amount is based upon: 1) proposal meeting program requirements, 2) the availability of funds, and 3) the severity of the emergency.

PROGRAM CONDITIONS

1. Program funds may not be used to supplement ongoing operational expenses.
2. Program funds must be utilized within 12 months of application.
3. Program funds may not be used for the purchase or trade of investment securities.

QUESTIONS?

Please direct any questions regarding the Emergency Program to:

Pieter Tiche
Fairs and Expositions
(916) 263-2935
(916) 263-2969 fax
E-mail: ptiche@cdfa.ca.gov